

Carr Manor Community School

Educational Visits Policy

This policy applies to staff, pupils, parent/carers and governors

Adopted by the governing body: April 2026

Review date: April 2028

Policy Statement

- Carr Manor Community School will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Carr Manor Community School will take steps to ensure compliance with all relevant health and safety legislation.
- Carr Manor Community School accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Carr Manor Community School accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Carr Manor Community School expects all employees and pupils to cooperate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Carr Manor Community School is committed to providing the necessary information, instruction and training to employees and pupils where applicable. Carr Manor Community School acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Carr Manor Community School is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.
- Carr Manor Community School will set out full details of the organisation and arrangements for the management of health and safety in the school, in separate documents.

Educational Visits Policy

1. General Statement of Policy

Carr Manor Community School recognises the value of off-site visits to pupils as enrichment to their studies and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers.

- 1.1. Proposals for visits will, as a minimum, state
 - the educational purpose of the visit,
 - its aims and objectives and
 - how it conforms to the school's curriculum aims.
- 1.2 The Leeds City Council's EVOLVE program will be used to provide assurance that each visit is methodically and suitably planned.
- 1.3 Approval of visits will be outlined within the arrangements section of this policy however in brief –
 - The EVC, (delegated) head and Local Authority will approve visits in categories 3, as defined in the Educational Visits Handbook.
 - The EVC and (delegated) head will approve visits in categories 1 and 2.
- 1.4 Staff competencies are required for the nominated Visit Leader and for teaching and support staff will be clearly defined.
- 1.5 Where the school uses external providers, they will be vetted in accordance with the EVOLVE process.
- 1.6 Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
- 1.7 The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy.
- 1.8 Suitable and sufficient information will be provided to parents/carers to enable them to make an informed decision as to whether their child should accompany the trip
- 1.9 No child will be allowed to embark on any visit without producing a consent form signed by their parent/carer.
- 1.10 Every trip or visit will be subject to an evaluation on EVOLVE and a review.

2. Organisation

Responsibility for educational visits rests with the Governing Body and the Principal. The (delegated) head has been tasked with the 'Head' role and an Educational Visits Coordinator has been appointed to manage the planning and approval of educational visits. The respective roles of each are outlined within the Local Authority Handbook for Educational Visits.

2.1 Governing Body

2.1.1 The overseeing of educational visits will be undertaken by Harry Rayat.

2.1.2 The person named above will be the nominated governor for Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits at www.oeapng.info

2.1.3 The Principal's report outlining visits planned and the results of the reviews of visits undertaken will be submitted to each full Governing Body meeting in the form of an EVOLVE annual report.

2.1.4 An evaluation of the visit will be available to view on EVOLVE. This should be completed within a 28-day window following the visit. After 28 days this option is not available on EVOLVE.

2.2 Principal

2.2.1 The Principal will be responsible for ensuring that school trips are planned, organised, undertaken, controlled, monitored and reviewed in accordance with Leeds City Council's policies and procedures, that the supervisors are competent, physically and mentally fit and that governor assent has been given if required. The Executive Principal will agree, with the named EVC, the duties delegated to the EVC and (delegated) head.

2.2.2 The Executive Principal will report visits planned and the results of the reviews of visits undertaken to the Governing Body.

2.3 Educational Visits Co-ordinator (EVC)

2.3.1 The school's Educational Visits Co-coordinator is: **Rob Heath**
He will undertake duties as agreed with the Principal.

2.3.2 The EVC will be trained and fully conversant with the Policy Handbook for Educational Visits; OEAP National Guidance web site; and have access to the afPE Safe practice in Physical Education, School Sport and Physical Activity.

2.4 Visit Leader

2.4.1 The Visit Leader will comply with the requirements outlined in the Educational Visits Code of Practice. As such every Visit Leader must be conversant with the Handbook for Educational Visits.

2.4.2 The Visit Leader will ensure that the EVOLVE notification is completed and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.

2.4.3 The Visit Leader will ensure that all parents/carers of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.

2.4.4 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.

2.4.5 The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip.

The Visit Leader will evaluate on EVOLVE and review their trip.

2.5 Supervisory staff

2.5.1 All staff assisting with supervision on any trip will be conversant with their responsibilities as stated in the Policy Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed.

2.5.2 All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

2.5.3 All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified, they are brought to the attention of the Visit Leader.

Staff will feedback information to the Visit Leader to enable a full evaluation of the trip to be completed.

3. Arrangements

3.1 Proposals

3.1.1 The Visit Leader will submit an EVOLVE to the EVC within the following timescale for each category of visit

Category	Latest date for submission to EVC
1	2 weeks
2	2 weeks
3	6 weeks

3.1.2 The means of complying with the requirements outlined in the planning checklist below must be carried out:

Checklist for Planning a Visit / Off-site Activity

- ✓ Check the proposed date/ time with Phoebe Megally against the school calendar. Upon agreement of the date, complete a purple slip immediately and hand to Rebecca Reall.
- ✓ On receipt of the returned signed purple slip from SLT, proceed with the confirmation of bookings. For visits during normal lesson time and/or when cover is not required, approval and purple slips should still be submitted.
- ✓ Where you have not received the purple slip back after 48 hours, please check again with Rebecca Reall.
- ✓ If your visit requires the school minibuses, please check availability and book the resource using the on-line booking system on the Staff Information Portal.
- ✓ Refer to the staff handbook on the Staff Information Portal for the list of registered drivers. It is the responsibility of the Visit Leader to liaise and arrange any drivers required. Please agree drivers at the same time as the booking of the minibuses.
- ✓ A letter to parents/carers and a consent form (E1 forms in the case of category 3 trips) should be distributed at the earliest opportunity. These replies will assist your completion of EVOLVE. Please contact the school office using adminoffice@carrmanor.org.uk where they hold a corporate letter to parent/carers which can be modified to suit most visits.
- ✓ Signed parent/carer consent is required for every visit. Verbal consent will not be acceptable. A final list of pupils and all replies to be shown to Rob Heath at least 4 days before the planned visit.

- ✓ Ensure that arrangements have been made with Paul Waddington by this time (4 days before) for any Free School Meal requirements.
 - ✓ Log onto leedsvisits.org.uk and complete EVOLVE to process visit. The site takes you through all required aspects and requests the permissions to permit the visit / off-site activity. Rob Heath is the school's Educational Visits Co-ordinator (EVC) and available to help with any part of this process which is unfamiliar / requires assistance.
 - ✓ Please complete EVOLVE to give appropriate notice for visits:
Categories 1&2 require notice of 2 weeks (non-adventurous/hazardous).
Categories 3 require notice of 6 weeks (overnight, adventurous/hazardous, any activities near/in water).
Occasionally, some visits will require arranging with less notice. In such cases, please liaise directly with Phoebe Megally and Rob Heath to ensure that timescales can be met.
 - ✓ Generic risk assessments to assist you are available under the resources tab in EVOLVE. After inserting appropriate initials to the RA, please remove the watermark (SAMPLE) before uploading.
 - ✓ For your information, there is also a protocol for use of the minibuses included in the staff handbook on the Staff Information Portal. All drivers have signed a copy that is logged with the school office.
 - ✓ Please ensure that you are familiar with, and adhere to the Educational Visits Policy in the staff handbook.
 - ✓ Any issues arising during or following the visit should be reported to Rob Heath immediately by Visit Leader.
 - ✓ Following your visit, please complete a short evaluation on EVOLVE.
- 3.1.3 Proposed visits should be clear as to insurance arrangements and the financial procedures that will be used including charging and remissions.
- 3.1.4 Parents/carers should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form (s), and provide emergency contact number(s) and all relevant medical details.
- 3.1.5 Where coach or minibus travel is to be used it must be in accordance with Local Authority regulations.

3.2 Notification

- 3.2.1 Notification will be made using EVOLVE within the time scales in 3.1.1.
- 3.2.2 The Visit Leader is responsible for planning the visit and completing the Evolve notification.

3.3 Undertaking the visit

- 3.3.1 Once the EVOLVE has been received approval of the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place. Circumstances may dictate that the dynamic risk assessment be written up post visit.
- 3.3.2 A record must be kept of all such instances for evaluation and review purposes.
- 3.3.3 Any accidents or near misses that occur during a visit will be reported to the Leeds City Council Health, Safety & Wellbeing Team using the forms CF/50 and/or CF/50a upon the return of the group to school. These are to be completed with Phoebe Megally and she will email them.
- 3.3.4 Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team at Leeds City Council 0113 3788298 and/or via the CRISIS LINE 0113 3783645.

3.4 Monitoring

- 3.4.1 The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- 3.4.2 On occasions the EVC, Principal, (delegated) head or member of the Governing Body will accompany a group.
- 3.4.3 The school may also request Leeds City Council Health, Safety and Wellbeing Team to undertake a monitoring visit of a planned trip or conduct an audit of their educational visit process. This will be used for the school's own monitoring purposes.

3.5 Evaluation and Review

3.5.1 The evaluation of the visit will be completed by the Visit Leader at the end of every visit.

3.5.2 The results of the evaluation and review process will be provided to the EVC.

3.5.3 The Principal's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

Signed Chair of Governors:

Date:

Signed Principal:

Date: